



Calhoun County
Job Description

JOB TITLE: **Control Room Operator**

Exempt (Y/N)	Yes	JOB CODE:
SALARY LEVEL:	Hourly	
SHIFT:	Variable	DIVISION: Corrections
LOCATION:	Battle Creek	DEPT: Sheriff's Office
PREPARED BY:	Lt. Donald Wright	DATE: 10/01/98
APPROVED BY:	Sheriff Allen L. Byam	DATE: 10/07/98

GENERAL SUMMARY

Reporting to a Shift Supervisor, is responsible for monitoring entrance and exit doors, admitting authorized persons access to the Correctional Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensuring that the Control Rooms remain secure at all times and that no unauthorized person enter the Control Rooms.
2. Monitoring and controlling all sally port doors that enter into the secured area of the facility. Also, monitoring and controlling all of the sally port doors in the housing units.
3. Ensuring the surveillance monitors are observed at all times.
4. Monitoring of all fire alarms within the facility.
5. Functioning as a dispatcher for the Correctional Center's radio communication system.
6. Signing up visitors coming in to see inmates.
7. Monitoring visiting inmates and visitors.
8. Credit any cash and/or money orders to the appropriate inmate account fund, and generate receipts.
9. Answer public inquires from the bonding/visiting lobbies.
10. May perform other duties as assigned.

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MINIMUM QUALIFICATIONS

1. High School Diploma or GED. Preference given to Associate of Arts Degree in Criminal Justice or related field, or evidence of successful completion of sixty (60) hours at an accredited college or university with major course work in criminal justice or a related field, or Michigan Corrections Officer Training Council Certification, or Two (2) years of experience in a corrections setting as a correctional officer.
2. Valid Drivers License
3. No Felony Convictions
4. Typing proficiency at least 30 words per minute.

MAJOR WORK CHARACTERISTICS

1. Be familiar with computer applications, AS 400 main frame and personal computer.
2. Work in Control Room, watch video monitors to ensure that the proper, authorized persons enter the Correctional Center, that the officers in the housing units are secure
3. Sort inmate mail for distribution to the proper housing units.
4. Open and inspect most of the incoming inmate mail for contraband and unauthorized items. Attorney and court mail would be an exception.
5. Use the radio, telephone, computer, intercom system and emergency alarm system in accordance with policy and procedure or post orders.
6. Control and use security keys or any security equipment assigned.

WORKING CONDITIONS

Ability to work rotating shifts, weekends and holidays.

Function within the enclosed environment of a Control Room.

Interact with coworkers and members of the public in a courteous and professional manner.